

Notice of appeal/Application for review

This form is for making an appeal/application to the First-tier Tribunal (Charity) against a decision of the Charity Commission. The First-tier Tribunal (Charity) is administered by the HM Courts & Tribunals Service, an executive agency of the Ministry of Justice, and is independent of the Charity Commission.

Please read the guidance ‘Guide to completing the Notice of Appeal/Application’ before completing this form.

Please complete the form using black ink and CAPITAL LETTERS. If you need more space on which to write, please include the name of the charity and the Charity Commission decision number on the paper that you use.

Please indicate below whether this is an appeal or application for review (see Annex A).

☐ Appeal

☐ Application

1

About the charity and the reference number of the Charity Commission’s correspondence

Name of charity to which the Appeal/Application relates	
Charity’s registration number (if applicable/known)	
Charity Commission’s Correspondence Reference number	

2

Appellant’s details

Name of Appellant(s)	
Position in organisation and reference (if applicable)	

3 Status of appellant

In what capacity are you making this Appeal/ Application (e.g. Charity Trustee) Please refer to Annex A of the guidance notes.

If you are appealing as 'any other person who is or may be affected by the order' then please explain how you are affected.

4 Date of decision

a) Date you received the
written notification of
the decision

		/			/				
--	--	---	--	--	---	--	--	--	--

or

b) Date the decision was
published

		/			/				
--	--	---	--	--	---	--	--	--	--

5 Result that you are seeking

Please state the result
that you are seeking

--

6 Time limit for making an appeal/application

Your completed appeal/application form should reach the First-tier Tribunal (Charity) within 42 days of the date you received written notification of the Charity Commission's decision or the date the decision was published which ever is earlier. If your appeal/application is likely to reach the First-tier Tribunal (Charity) after this period you must apply to the Tribunal Judge to extend the time limit for making the appeal/application below.

You must give your reasons why the appeal/application is being filed out of time below.

7 Appellant's address for service

Address

Postcode <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

Telephone number

--

Fax number

--

Email address

--

How would you prefer to receive documents?

☐

Post

☐

Email

☐

Fax

8 Representative's details

If you have not appointed a representative, but do so at a later date, please ensure that you notify the First-tier Tribunal (Charity) Team immediately giving the details requested below.

Please note that all correspondence and documents, including the hearing notification, will be sent to the representative, not direct to you.

Full name

--

Firm/Organisation

--

Address

Postcode <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

Telephone number

--

Fax number

--

Email address

--

Reference number *(if any)*

--

Status

--

How would you prefer to receive documents?

☐

Post

☐

Email

☐

Fax

9 Grounds for appeal/application

Please provide full details about the grounds for your appeal/application:

10 Request for directions

Please complete this section if you wish to make an application for directions with your appeal. Please set out the matter on which you would like the First-tier Tribunal (Charity) to make directions below:

Reasons for requesting directions

11 Type of hearing and venue

Please indicate whether you wish the appeal to be dealt with at an oral hearing or based on written submissions, by ticking the appropriate box below (please see explanatory notes before making a selection). Please note whichever method is preferred, a full Tribunal Panel (a legally qualified Judge and one or two non legal members) will consider the appeal.

☐ Paper hearing

☐ Oral hearing

The Tribunal will decide where the hearing will take place but will usually take into account the preference of the parties.

If you would like the hearing to be in a particular town or city please state it here. (The Tribunal will endeavour to meet this request however HM Courts & Tribunals Service do have limited facilities and so this may not always be possible)

Parties will be informed in writing by post or email as soon as the hearing date has been set.

12 About your requirements

If you or your representative have a disability, or have any other special needs that you want taken into account when the First-tier Tribunal (Charity) Team is organising any hearing of this appeal/application, then please set out the details here.

Note: The form must be signed and dated by the applicant or someone authorised to do so. If a non-legal representative is appointed, the applicant must sign this form. If the form is signed by a non legal representative then the applicant must file with this Notice of Appeal/Application for Review a written statement, signed by the applicant, that the representative is authorised to act on their behalf.

I am: ☐ **the appellant** ☐ **the representative of the appellant**

Name

Signature

Date

 / /

Please post, email or fax this completed form, together with a copy of the final decision to which this application relates and any other supporting documents, to:

First-tier Tribunal (Charity)

PO Box 9300
Leicester
LE1 8DJ

Email: grc.charity@hmcts.gsi.gov.uk

At the same time you must copy this form and any supporting documents to the Charity Commission at:

Final Decision and Tribunal Team

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG

Email: CharityTribunalTeam@CharityCommission.gsi.gov.uk

Once your application has been received, it will be considered by the Tribunal Judge and you will be informed of the outcome.

We can help if you need information in a different format (e.g. Braille, large print). We can also provide this form in Welsh if required. If you need any of these services please contact the First-tier Tribunal (Charity).

This form can also be downloaded from our website at www.justice.gov.uk